

1115 - MANAGEMENT & BUDGET DIRECTOR

NATURE OF WORK

This is highly responsible, professional, financial work of considerable difficulty in the preparation and maintenance of the City's operating budget, and in the providing of budgetary analysis and assistance to the City Manager and the various City Department Heads. Incumbent develops and recommends annual operating budgets for the City, monitors and reviews expenditures for compliance with adopted budgets, performs projections of revenues and expenditures, maintains personnel position control system, makes recommendations regarding the results of fiscal or operational reviews, performs audits of the City's computers for system integrity and programmatic changes, performs financial audits of City operations for compliance with Federal, State, or local laws, regulations, etc., and performs general and specialized management analysis of a varied nature.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Prepares guidelines for department budget requests.

Reviews departmental budget request for consistency with managerial direction, fiscal and City Commission policies.

Reviews proposals citywide budget summaries of revenues and expenditures.

Make recommendations regarding proposals for programmatic changes or implementation of new programs.

Make recommendations regarding fee (revenue) changes.

Recommends operating and debt service property tax rates.

Formulates/Prepares annual budget message.

Prepares/Reviews ordinances and resolutions for City Commission action.

Reviews monthly departmental expenditures and year-end projections to ensure compliance with budget.

Prepares/Reviews quarterly budget reports for presentation to City Commission.

Prepare/Reviews special managerial research projects of a varied nature related to fiscal operations, property value assessments, etc.

Prepares/Reviews fiscal impact of issues related to collective bargaining.

Provides negotiations assistance in collective bargaining process.

Prepares/Reviews annual audit program. Reviews finding and recommendations of financial audits.

Prepares/Reviews/Presents special graphical presentations to City Commission and other groups.

Reviews/Approves all purchase requisition, requests to fill vacancies, etc.

Serves as a Trustee/Member of Police and Fire Pension Board, Member of Group Insurance Board, staff liaison to Commission's Finance Committee and citizen Budget Advisory Committee, Intergovernmental liaison with Dade County relative for financial or operational activities, staff liaison to Health Advisory Committee.

Meet with department directors, division heads, members of the public.

Trains and provide guidance to staff personnel in implementation of new policies, procedures, computer

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systems (hardware/software upgrades etc.)
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of current theories, literature, resources, and methodologies in the field of fiscal and operations analysis and budget planning.
Extensive knowledge of theories and methods of Management by Objectives.
Extensive knowledge of theories, principles, and practices of management and organizational analysis.
Extensive knowledge of the principles of management.
Thorough knowledge of a variety of methods of work measurement.
Thorough knowledge of research techniques required to gather information for the conduct of a variety of productivity analysis studies.
Thorough knowledge of work distribution charts, procedural and process flow charts, and organizational charts.
Considerable knowledge of Federal, State, and Local laws as they relate to taxation and fiscal planning.
Ability to identify and analyze the efficiency of departmental operations.
Ability to communicate effectively, both verbally and in writing, with the City Manager, departmental executives, and community groups.
Ability to establish and maintain effective working relationships with other employees, supervisors, department heads, officials of other agencies, and the general public.
Ability to direct and coordinate the work of subordinates in the implementation of budgetary and operational policies and procedures.
Ability to participate in the development of a programmatically valid and fiscally sound operating budget for the City.
Ability to perform statistical and financial analysis of expenditures and revenues and to prepare comprehensive reports.

MINIMUM REQUIREMENTS

Combination college degree (finance, public administration, etc) and related public multi-fund budget development experience. Sound theoretical basis of various budgeting techniques, variance analysis, projection methodologies. Considerable progressively increasing responsibility for preparation and development off public multi-fund budgets. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees

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and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are reviewed by the City Manager. Work is performed with little direct supervision and considerable latitude for use of independent judgement in the selection of work methods and procedures. Work is reviewed for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Plans, organizes, directs, controls and coordinates the activities of a professional staff of management/budget analysts, auditors and clerical support.

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